

**SUPERIOR COURT  
OF CALIFORNIA**



**COUNTY OF  
ALAMEDA**

**JOB  
ANNOUNCEMENT**

**EOE/ADA\***

\*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929

**24 HOUR JOB  
HOT LINE #**

**(510) 208-3906**

[www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)

**COURTROOM CLERK I**

**(40 hours/week)**

- PAY RANGE:** **\$1,582.00 - \$1,890.01 Bi-weekly, plus benefits**
- FINAL FILING DATE:** **January 9, 2006, Monday no later than 5:00 p.m.**
- FILING REQUIREMENTS:** **Send completed Court Application Form to:  
Superior Court of California, County of Alameda  
Human Resources & Labor Relations Bureau  
1225 Fallon Street, Room 105  
Oakland, CA 94612**

The Superior Court of California, County of Alameda is accepting applications for the position of Courtroom Clerk I. This is the trainee level in the Courtroom Clerk series. The Courtroom Clerk I receives formalized training and instruction in all aspects of court-related work and is expected to promote to the journey-level position, Courtroom Clerk II, at one year. Under general supervision, the Courtroom Clerk I records and prepares minutes of all types of court proceedings; resolves workflow, and other technical and procedural problems within the courtroom; explains policies and procedures of the Court to attorneys and the general public; and performs other related duties as assigned.

**TYPICAL DUTIES:** (May include but are not limited to the following:)

1. Attends court sessions in order to accurately record official minutes of the court proceedings in a timely manner by writing, word processing or inputting the court orders; types and/or writes minutes, commitments, orders, judgments, abstracts, rulings and notices; prepares verdict and judgment forms; and records appearances of court appointed counsel, medical examiners and expert witnesses.
2. Oversees courtroom operations to ensure that appropriate personnel and parties are present, and the courtroom is ready for business.
3. Clearly announces charges and jury verdicts, calls roll, polls jury, swears witnesses, and administers oaths.
4. Receives, records, marks, secures and maintains control of evidence including weapons, drugs, hazardous material and other valuable items during court proceedings.
5. Impanels jury; records challenges and proceedings during jury selection; documents jury services; computes compensation due; and ensures attorneys have paid jury and court reporter fees.
6. Processes requests for interpreters and court reporters; verifies their appearances and payment vouchers, and instructs them on services needed.

7. Assists attorneys, court staff and the public in person and/or by phone; provides procedural and other information regarding status of legal cases and case histories; answers inquiries and explains court and legal filing procedures, processes, forms, fees, fines and basic rules of court; and processes documents related to court orders and decisions.
8. Notifies parties of court matters via telephone or written notice of appointment, hearing dates, filing dates, court rulings and decisions; provides the public and proper authorities appropriate information; and prepares or answers correspondence relating to court procedures and disposition of cases.
9. Reviews written orders and judgments from attorneys and others for proper format and content prior to presentation for judge's signature; and screens persons wishing to contact the judge in person and via phone.
10. Distributes and posts court calendars; gathers and prepares all files and data pertinent to cases on calendar for presentation to court at proper time; maintains appropriate tickler files; sorts, copies, files and retrieves documents from case files.
11. Researches various codes and rules to assist in preparation of minutes and in answering questions related to court procedures; retrieves proper volume, code, reference or book from judge's law library as necessary; and gathers statistical information for use in the preparation of judicial reports.
12. Maintains and coordinates individual court calendar; and consults with attorneys, judge and others regarding calendar continuances for pretrial motions, hearings, trials and other calendar matters.
13. Calls courtroom to order and takes charge of the jury in absence of bailiff or court attendant.
14. Assists in training co-workers in procedures, policies and pertinent laws to perform courtroom clerk duties in assigned department.
15. Provides information and recommendations to supervisor, judge, court attendant and/or other party related to procedures in assigned areas.
16. Operates electronic equipment such as communication, recording and duplicating devices when required.
17. Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

The equivalent to three years of recent full-time clerical experience, including word processing, in a court, law enforcement or legal environment preparing legal documents for filing and processing;

#### **OR**

The equivalent to five years of increasingly responsible full-time clerical experience in an administrative, customer service, medical, banking or related environment.

#### **Education:**

Completion of one year of education from an accredited college or university can substitute for one year of the required experience.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of** modern office practices and procedures including filing, operation of standard office equipment and personal computers, and business correspondence; English usage, grammar, spelling, vocabulary and punctuation; basic math and record keeping systems.

**Ability to** record minutes of Court proceedings; write legibly and speak understandably; listen carefully to note pertinent information for court records; administer oaths and affirmations; understand, explain, and apply specific statutes, codes, laws, regulations and procedures; remain calm in a highly demanding environment; organize, prioritize and coordinate multiple tasks; maintain flexibility; establish and maintain working relationships with the public, attorneys, staff, and others; communicate in a tactful and professional manner; locate, identify and correct technical inaccuracies; enter data into a computer; work independently with minimal supervision; meet deadlines and complete tasks in a timely manner; calculate fees and fines; and maintain confidentiality.

## **GENERAL INFORMATION**

This is a full-time, non-management position. Employment is contingent upon successful completion of fingerprint check, and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. Please be advised that the finalist must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

***Benefits include medical and dental insurance for employee and dependents, mandatory retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays per calendar year, life insurance, Employee Assistance Program and optional deferred compensation plan.***

The examination process will include three components that is subject to change):

- (1) An initial screening of all application materials received by the filing deadline.
- (2) Applicants meeting the minimum qualifications as stated on the job announcement will be invited to the written examination.
- (3) Applicants passing the written examination will be selected for the oral examination to be held in February 2006. The oral examination will be weighted as 100% of the candidate's final score. The oral examination may contain situational exercises.

*Application forms may be obtained at the  
Human Resources & Labor Relations Bureau,  
1225 Fallon Street, Room 105, Oakland,  
8:00 a.m.-5:00 p.m., Monday-Friday,  
at our website, [www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)  
or by calling our 24-Hour Job Hotline at 510-208-3906.*

Dist: All SCT; official bulletin boards; Statewide Trial Courts; ACMEA Business Representative  
Opened on December 16, 2005 with an application deadline of January 4, 2006.

**EXTENDED DEADLINE: January 9, 2006.**